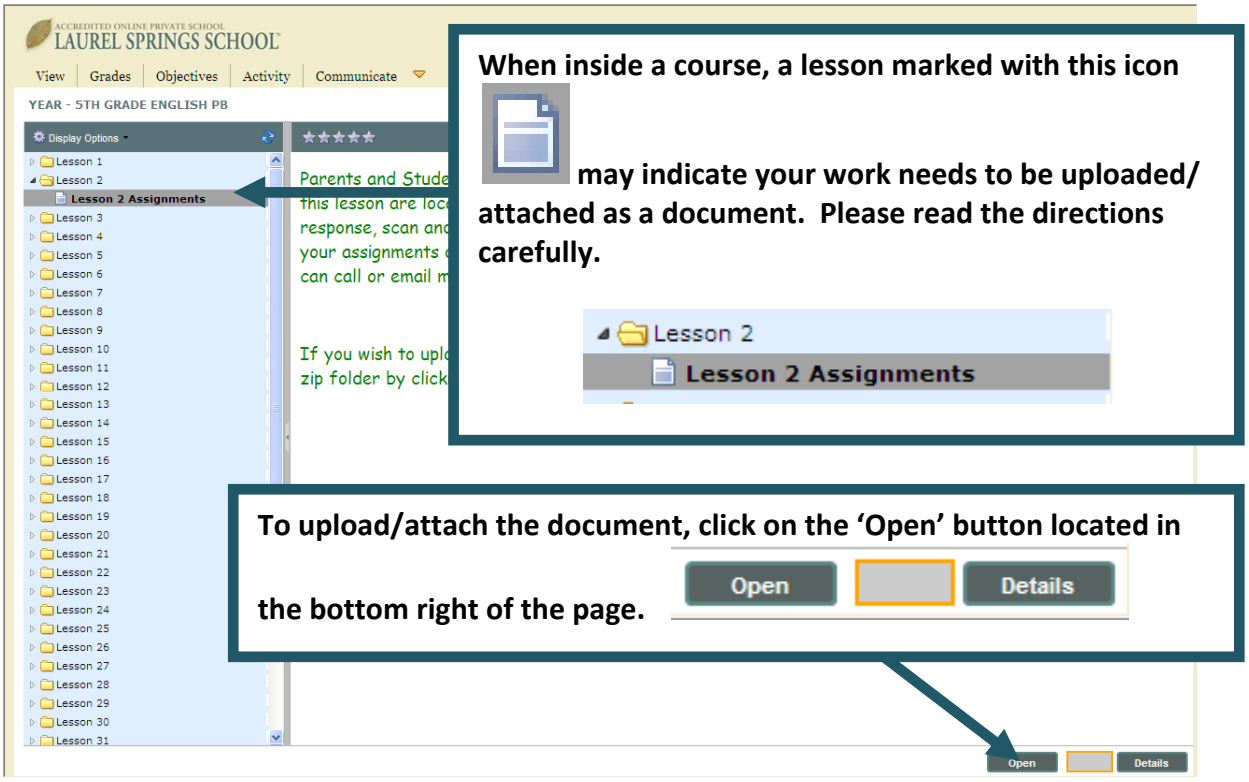
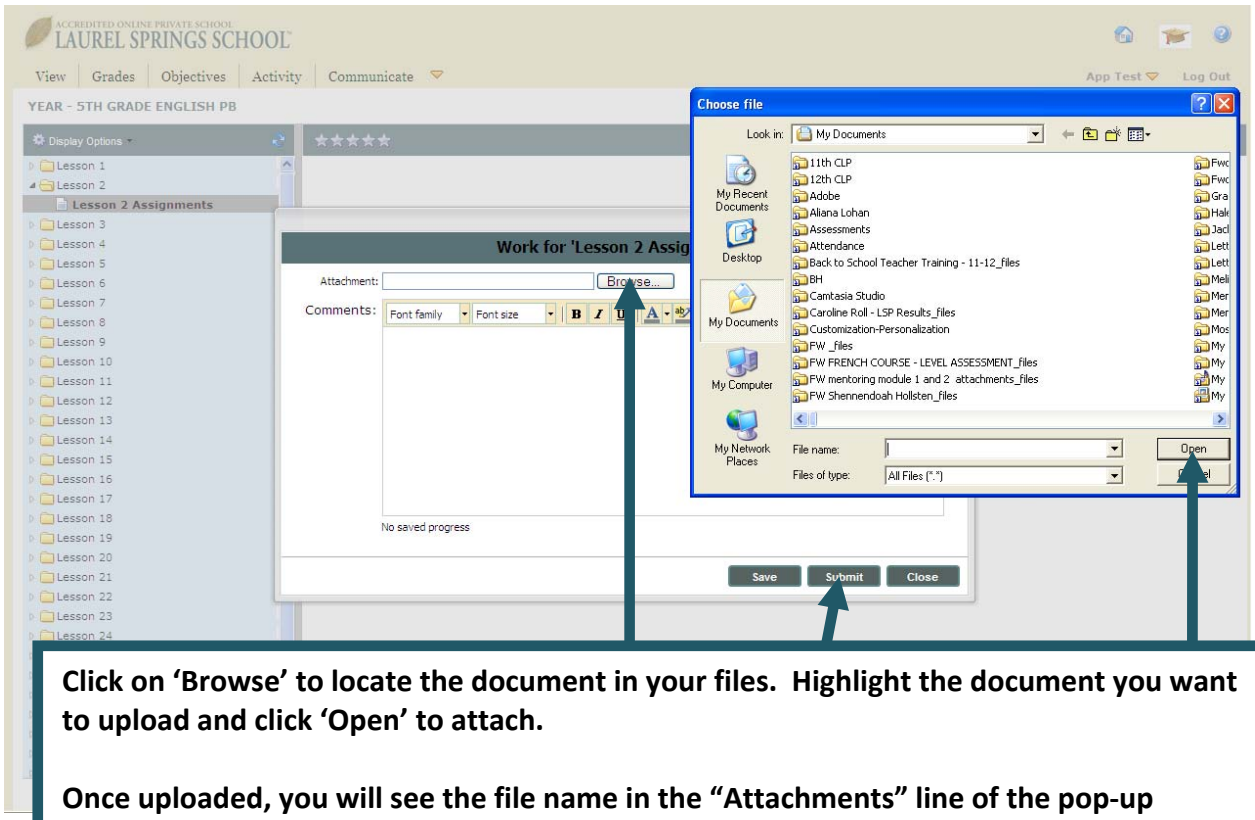
Uploading Your Work into the LMS

In this guide, we will review instructions and tips for the following items:

- How to upload documents in the LMS
- Creating Zip Files for both Windows and Mac
- Scanning Tips and Suggestions
- Converting document types

Uploading Documents into the LMS


When inside a course, a lesson marked with this icon
may indicate your work needs to be uploaded/ attached as a document. Please read the directions carefully.
Lesson 2
Lesson 2 Assignments
To upload/attach the document, click on the 'Open' button located in the bottom right of the page.
Open
Details



Click on 'Browse' to locate the document in your files. Highlight the document you want to upload and click 'Open' to attach.

Once uploaded, you will see the file name in the "Attachments" line of the pop-up window. You also have a comments box to leave any notes for your teacher regarding the assignment.
Once ready to send to your teacher, click on 'Submit.'

Creating ZIP files

A zip file is a special kind of "container file" which can be used to "hold" one or more other files (or folders) inside of it.

In this sense, it is a way of packaging multiple files together and then moving them around as if they were a single file; in the same way you might put a number of objects into a box, and then move the box around.

Opening a zip file is similar to opening a box, and then removing (extracting) the contents so you can see them directly.

Zipping a file [*or multiple files*] is also a way to compress it in order to reduce its size.

Whether you are a Windows user or a Mac user, the process for creating zip files is easy, and very similar in each operating system.

Windows

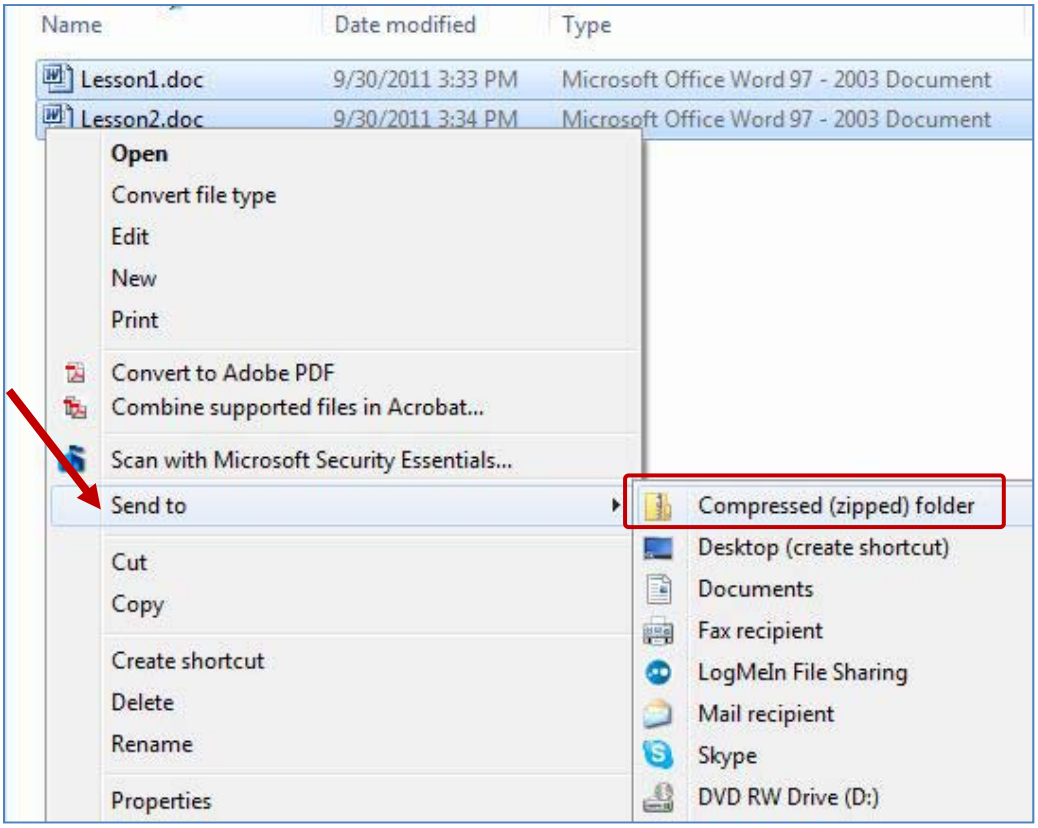
You may select several files together [*or select an entire folder*] and create a zip file containing those files [*or folder*].

Remember: *If you are going to click on a folder to create a zip file, make certain that there are already files inside that folder.*

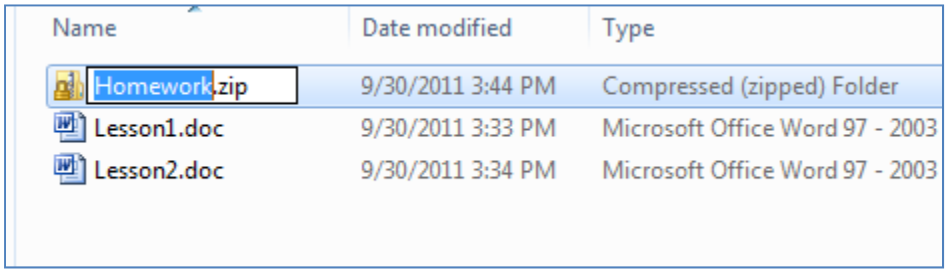
Select the files [*or folder*] you want to include in your final zip file.

Right-click on the selected files, and a menu will appear.

Select "**Send To**" and then click on "**Compressed (zipped) folder**"



The zip file will now be created automatically, inside the same location.
You may rename the new zip file to whatever you choose.



Once you have a compressed (zipped) folder, you can also drag & drop other files onto the icon of the compressed folder to add those files to the zip file.

Your zip file is now ready to be uploaded to your course online to submit to your teacher.

- The *Microsoft Support website* offers this article for how to create (and extract) zip files: http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files

Mac

In much the same way as described above for Windows users, Mac users can create zip files as well.

First, select the files [*or entire folder*] you want to include in your final zip file.

Right-click (Hold down Ctrl key and click) the selected files and a menu will appear.

Select "**Create Archive**" or "**Compress Items**"
(*the title of the menu selection may vary, depending on which version of Mac OS X you have*)

The zip file will now be created automatically, in the same location.
You may rename the new zip file if you choose.
Your zip file is now ready to be uploaded to your course online to submit to your teacher.

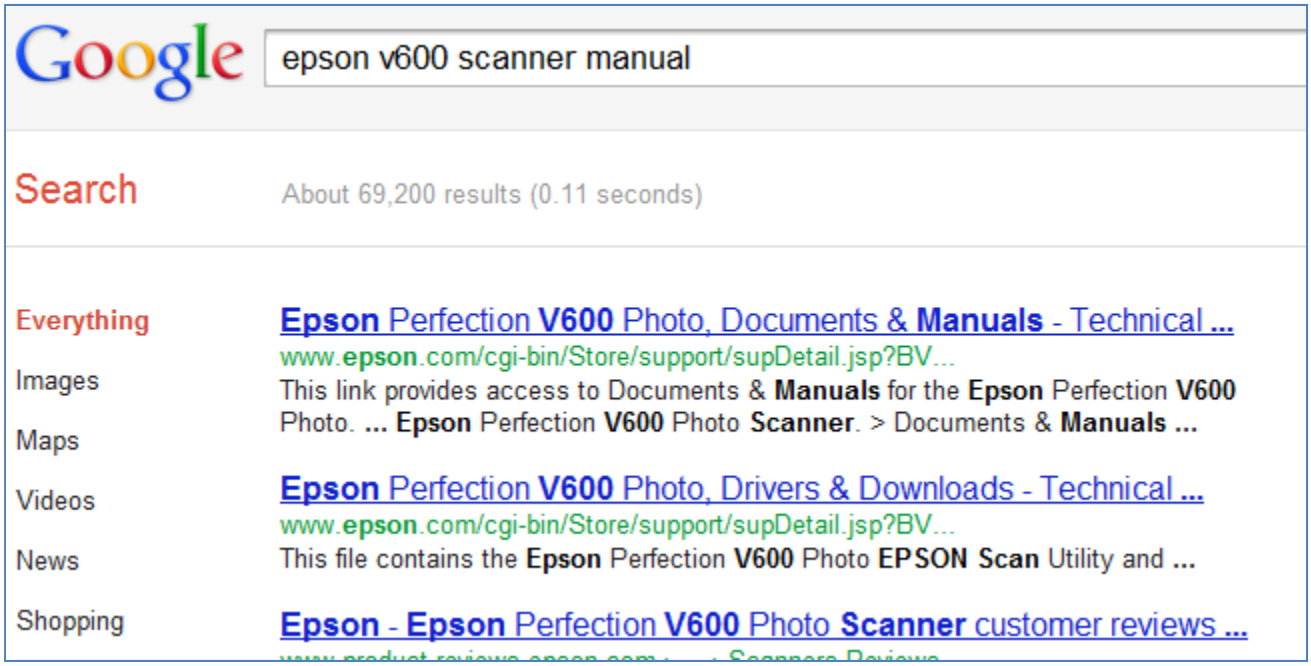
Remember: Although zipping a file (or group of files) can help to reduce the overall total file size, some types of files can be compressed more than others. Other types of files will not compress very much more, and you may

not see a significant reduction in the total size of your zip file, depending on the nature of the files you started with.

Scanning tips and suggestions

The most important thing to do is read your scanner's user manual in order to understand how to make use of all its features.

If you do not have the owner's manual on hand, you can try typing the make and model of your scanner into a search engine and you are likely to find the manual available online from the manufacturer's website.


Google
epson v600 scanner manual
Search
About 69,200 results (0.11 seconds)
Everything
Images
Maps
Videos
News
Shopping
Epson Perfection V600 Photo, Documents & Manuals - Technical ...
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This file contains the Epson Perfection V600 Photo EPSON Scan Utility and ...
Epson - Epson Perfection V600 Photo Scanner customer reviews ...

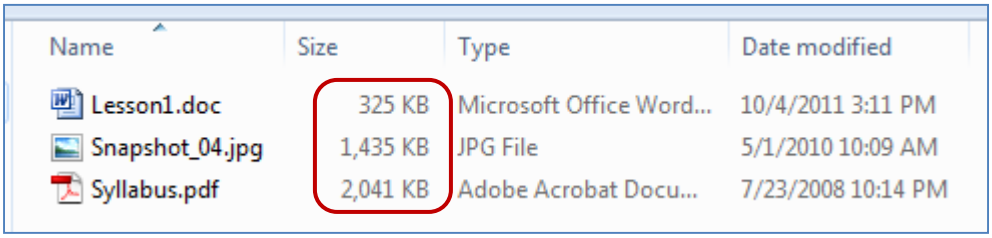
There are a number of different settings which govern how your scanner copies something and creates an electronic file out of it.

It is likely that your scanner's default settings are set to create digital documents of high image quality, because many manufacturers assume that most families' immediate use of the scanner will be to scan photographs.

This is especially true when you use your scanner's "One-Touch Scan" button; the process will use the default settings.
However, the settings used to ensure a high-resolution copy of a photo can result in a larger size in the finished file.

By file size, we don't necessarily mean the dimensions that the picture takes up on the screen, but how much the file "weighs".
This is often represented in Kilobytes (KB).

In the example below, we can see three common file types, and the sizes of these particular files.



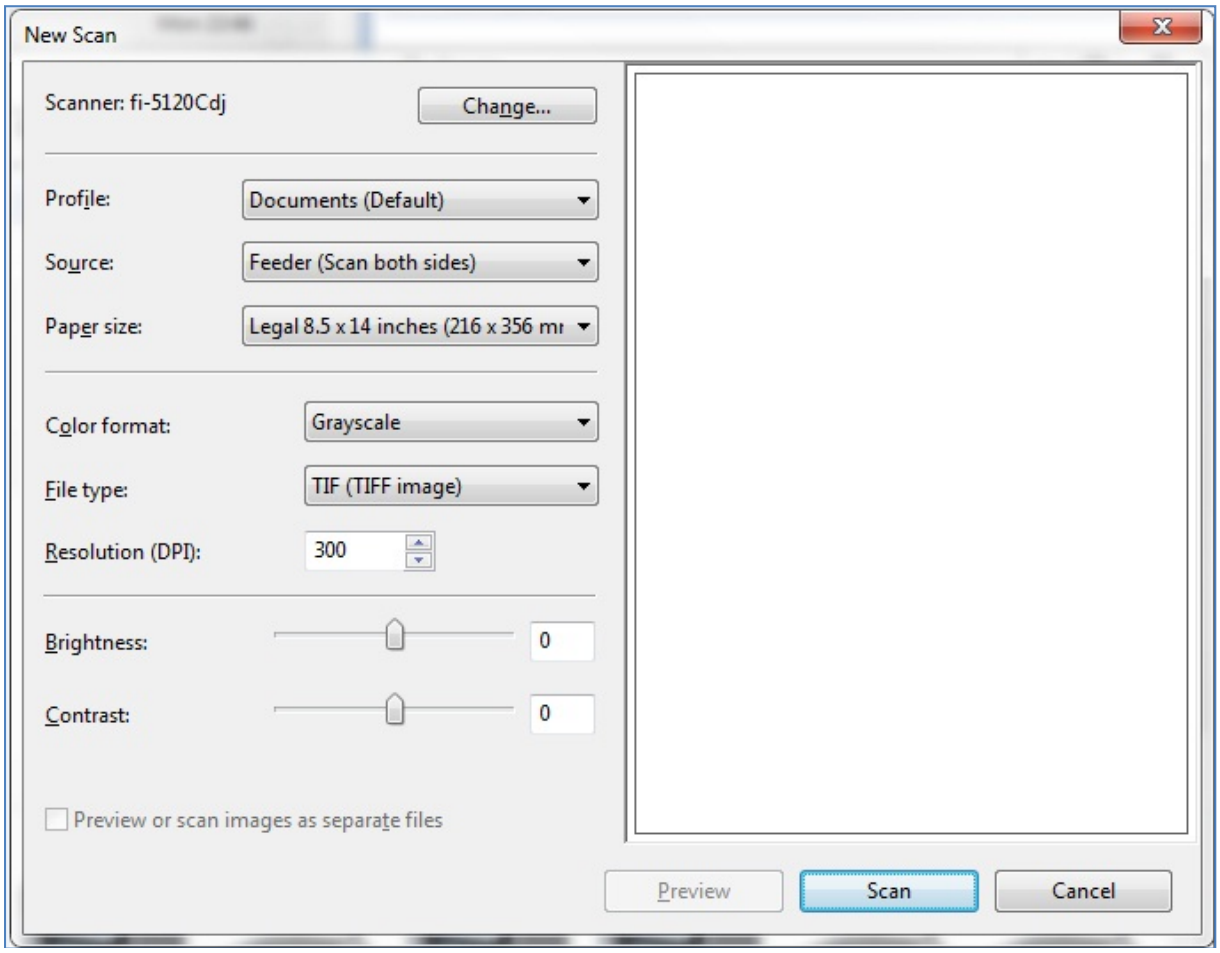
Remember: Kilobytes are very small, but most computer still represent a file's size in KB rather than in MB (Megabytes), even though Megabytes are now generally a more meaningful unit of measure for most of us. A basic rule of thumb to remember is that a thousand kilobytes equals 1 megabyte.

Therefore, in the example pictured above, we can see that the Microsoft Word document is only **325 KB**, while the JPG (picture file) is about **1.4 MB**, and the PDF file of the syllabus is just over **2 MB** in size.

When scanning homework to submit to your teacher, it is usually not necessary to scan your page at the highest (or even default) settings.

Since all scanners are different, and each company has its own software to accompany their particular scanner, the method by which you can adjust your settings may vary – this is where you may need to refer to your user's manual.

In general, you should be able to access and adjust settings through an interface similar to this one:



In order to reduce the size of your scanned files, here are some suggestions:

1. Select a different file format

Often, scans may be saved as a TIF file. This is an uncompressed file format, good for maintaining the best possible quality and resolution of a picture, but it results in a very large file size. Change your scanner's settings to save your file as a **PDF** or a **JPG** or even a **PNG** file.

2. Change the settings from "Color" to "Greyscale" or "Monochrome"

If you are scanning a black and white page, and your scanner is set to use *color scanning*, then it will include more data in the final file than is needed, resulting in a larger-than-necessary file size. Using the "Greyscale" setting will discard any color "information" from the image, which is fine if what's important on the page is text, not pictures.

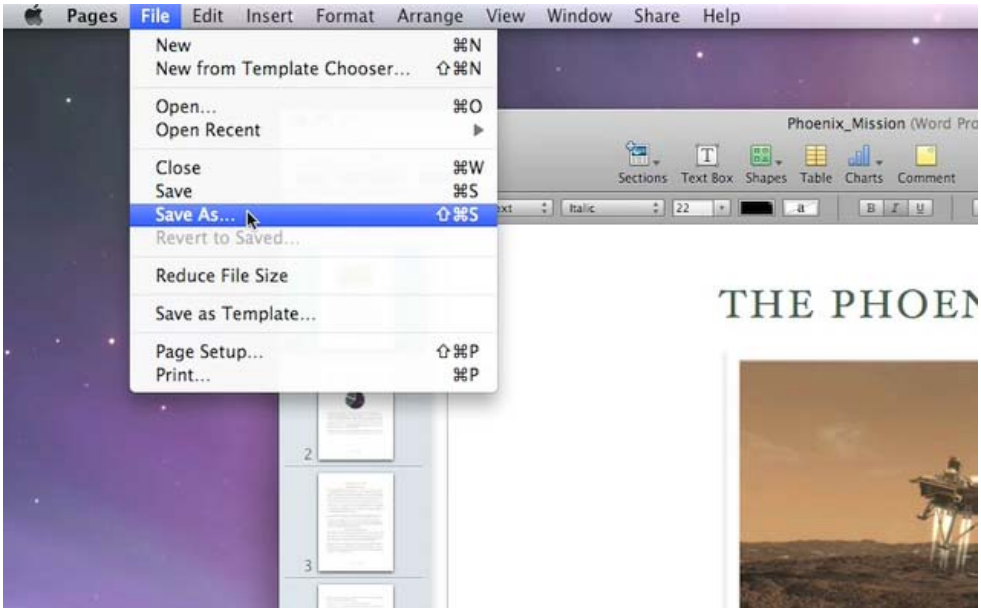
3. Choose the right resolution

Scanner resolution is measured in “dots per inch”, or **DPI**. More dots (higher resolution) translate into a sharper image. The higher the DPI setting, the more detail is preserved in the scanned image. For scanned homework and workbook pages, consisting mainly of text or handwriting, a lower DPI setting (100 or less) is typically fine to use. The higher the DPI setting, the larger the file size will be when you’re done.

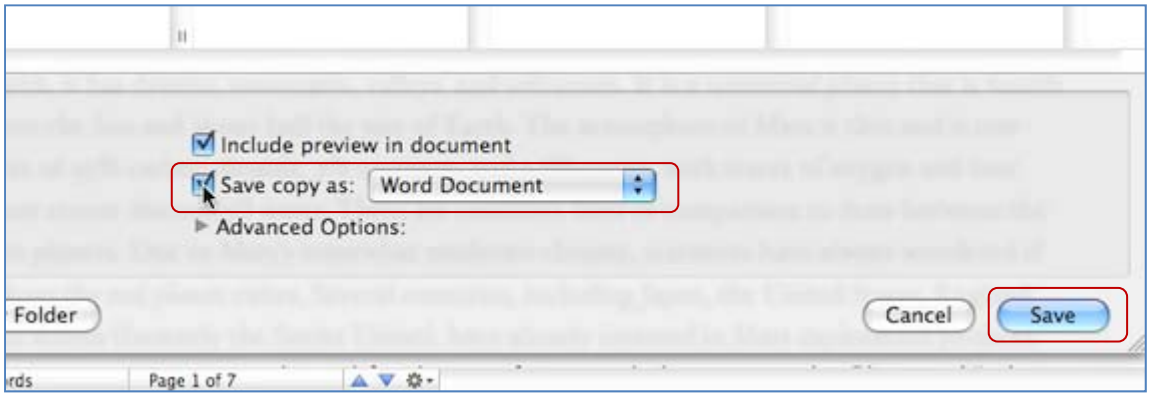
Converting Documents

If you are working on a Mac and you have the **iWork** suite, and you are using the **Pages** application as your word processing program, you may find that your teacher is unable to open the document because they are on a PC and use Microsoft word.
There is a simple way to save your “Pages” document to a Microsoft Word document so that when you upload/attach your work into the LMS, it is in “Word” format.

In **Pages**, click on the **File** menu
In the drop-down menu, select **Save As…**



When the file saving window pops up, put a checkmark in the box labeled **Save copy as:** and make sure that "Word Document" is selected.
Then click **Save.**



This will create a new file with the same name as your original Pages file, but saved in the Microsoft Word **.DOC** format. Send this file to your teacher.

More information on compatibility between iWork and Office can be found here:
http://www.apple.com/iwork/compatibility/

Another option for Mac users is the open-source application called **Open Office**.
You can go to http://www.openoffice.org/ for more information and to download.

(Open Office is available to use for free for both Mac and Windows systems as a no-cost alternative to suites like iWork or Microsoft Office. It is compatible with Microsoft Office files.)